

**Delaware Homeland Security Terrorism Preparedness Working Group**  
**Delaware Emergency Management Agency**  
**Meeting Minutes**  
**October 17, 2011**

1. Director Jamie Turner convened the Delaware Homeland Security Terrorism Preparedness Working Group (DHSTPWG) meeting at 1:30 p.m. in the Delaware Emergency Management Agency (DEMA) Training Room. The following documents were provided to meeting participants:
  - a. Meeting Notice & Agenda
  - b. Training and Exercise Subcommittee Meeting Minutes from October 5, 2011
  - c. DHSTPWG Reallocation Summary
  - d. DHSTPWG Meeting Minutes from September 26, 2011
  - e. DHSTPWG Meeting Schedule for 2012
  - f. DHSTPWG Project Selection Methodology Options
2. September 17, 2011 minutes were reviewed and approved. (**Motion: Colonel Wingate; Second: Mayor Carleton Carey – Passed Unanimously.**)
3. **Old Business:**
  - a. **Communication Interoperability**
    - 1) ***Interoperable Emergency Communications Grant Update*** – Beth Moran briefed that the Statewide Communication Interoperability Plan (SCIP) has been updated and Office of Emergency Communications (OEC) is finalizing. Also, the Tactical Interoperability Communications Plan (TICP) is still under revision with the TA from California and not ready for distributing.
  - b. **Subcommittee Reports**
    - 1) ***Resource Management and Asset Tracking and Personnel Identification and Accountability Subcommittee*** – (Secretary Lewis Schiliro, Chairman) – Julie Moran briefed that the application and database servers have been loaded (stood up) and Advantech is working on getting the application loaded on the MCV laptop. Three spare handhelds and software licenses are expected to be delivered November 3, 2011. Richelle Edwards briefed they are continuing to work with GeoDecisions on Asset Tracking; additional users are currently being identified, expected completion November 7, 2011.
    - 2) ***Training and Exercise*** – Robert Newnam stated the T&E subcommittee meeting was held on October 5, 2011 at the Delaware State Fire School in Dover. Minutes of the meetings were provided to the Working Group. The Training and Exercise Planning Workshop (TEPW) was conducted on September 1, 2011. Newnam advised that all discipline comments are due back before the next meeting scheduled November 2, 2011. The following training requests were approved: DSFS Confined Space Rescue (\$1,000), DSFS High Angle Rescue (\$800), N.T.O.A. Conference (\$2,712), Annual International Association of Emergency Managers Conference (\$2,514) and Explosive

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Training (\$24,000). The next meeting will be held on November 2, 2011- Delaware State Fire School, Dover at 8:30 a.m.

c. **Equipment Procurement Progress (FY2006 – FY2010)**

1) Jen Dittman briefed that the Terrorism Preparedness Section is back in the swing of things. Dittman also thanked the members of the DHSTPWG for working with DEMA planners and advised that snapshots will be provided to the DHSTPWG through monthly planner progress reports.

4. **New Business:**

a. **Funding Reallocations** – Jen Dittman briefed the following reallocations:

- 1) ***FY08, SHSP, Investment 8*** – Sussex EMS requests reallocation of \$32,460 from BID 3221 (PPE Replenishment) to establish a new budget line for emergency standby generator at the Lewes Medic Station. **(Motion: Robert Newnam; Second: Joe Thomas – Passed Unanimously, pending Clearing House approval)**
- 2) ***FY09, SHSP, Investment 3*** – Law Enforcement requests reallocation of \$44,300 from BIB 3310 (EOD Equipment) and \$24,747 from BID 3312 to purchase Tactical First Aid Kits for local and state law enforcement agencies. **(Motion: Robert Newnam; Second: Joe Thomas – Passed Unanimously, pending Clearing House approval)**
- 3) ***FY10, SHSP, Investment 5*** – Law Enforcement requests reallocation of \$72,000 from BID 3437 (Local IAT Training) and BID 3430 (State IAT Training) to establish a new budget line for Tactical First Aid Kits (\$19,000), a throw phone (\$28,000) and Law Enforcement Exercise (\$25,000). **(Motion: Robert Newnam; Second: Joe Thomas – Passed Unanimously, pending Clearing House approval)**

b. **RMAT Change Management** – Director Jamie Turner had a meeting at the Office of the Secretary to hear concerns regarding RMAT change management. A decision needs to be made to support, rescope or stop the project and receive the deliverables. Director Turner advised that he will send out an email with the questions along with supporting information.

c. **Homeland Security Grant Program (HSGP)** – Jen Dittman briefed that we have received the FY11 award and plan to implement FY11 projects at the beginning of the year.

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- d. **FY11 State Preparedness Report (SPR)** – Jen Dittman advised the planners are currently scheduling interviews with Discipline leads to obtain feedback for the SPR and stated the information provided will also be used to prepare for the upcoming grant application. Dittman emailed a handout that detailed risks/threats for the State of Delaware. Dittman suggested the list of risks to be evaluated for the SPR; four (4) risks will not be used – wildfire, volcano, space weather and avalanche. **(Motion: George Giles; Second: Robert Newman – Passed Unanimously)**
  - e. **Project Selection Methodology/Funding Subcommittee Re-establishment** – Director Jamie Turner advised that re-establishing the Funding Subcommittee was brought up at the previous DHSTPWG meeting and a handout was provided to the members through email that addressed Project Selection Methodology Options. The working group members discussed re-establishing the FY04 & FY05 Funding Subcommittee with decision making criteria clearly defined before the FY12 grant application process begins. **(Motion to re-establish the Funding Subcommittee using Option 2: George Giles; Second: Dallas Wingate – Passed by a vote of 12 to 1)**
  - f. **DHSTPWG Chairman Comments** - Director Jamie Turner apologized for missing the last meeting. The Director advised the first order of new business at the next DHSTPWG meeting will be with DTI, they will discuss the RMAT system.
5. The meeting adjourned at 3:40 p.m.

**Next Meeting - the next meeting is scheduled for November 14, 2011 at 1:30 p.m. - DEMA Training Room.**



JAMES E. TURNER, III  
Chairman, Delaware Homeland Security Terrorism Preparedness Working Group

Attachments: Attendance Roster

Note: All Meeting Handouts are available upon request.

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<b>MEETING ATTENDANCE ROSTER</b>	
<b>Name</b>	<b>Agency</b>
<b>Voting Members</b>	
Jamie Turner	Chairman
Monroe Hudson	Delaware State Police
Harvey Velott	Delaware Police Chiefs
Carleton Carey	Delaware League of Local Governments
Robert Newnam	Delaware Fire Service
Absent	Council on Police Training
Absent	NCC Emergency Management
Colin Faulkner	KC Emergency Management
George Giles	Wilmington Emergency Management
Charles Stevenson	SC Emergency Management
Absent	Public Works
Suzanne Raab-Long	DE Healthcare Association
Nicole Quinn	DHSS, Division of Public Health
Ellen Malenfant	DNREC
Absent	Public Safety Communications
Dave Mick	Emergency Medical Services
Sandra Ennis-Alexander	Department of Technology & Information
Absent	Department of Agriculture
Marny McLee	Citizen Corps
<b>Working Group Members &amp; Guests</b>	
Kurt Reuther	Department of Safety and Homeland Security
Thomas Ellis	Department of Justice
James Wright	Courts
Richelle Edwards	Department of Technology & Information
Suzanne Morris	Department of Technology & Information
Bryant Baker	Department of Technology & Information
Earle Dempsey	Department of Technology & Information
Eric Huovinen	SC Emergency Medical Services
Joe Wessels	Delaware League of Local Governments
J. Allen Metheny	Delaware Volunteer Fireman's Association
<b>Delaware Emergency Management Agency Staff</b>	
Jennifer Dittman	Terrorism Preparedness Supervisor
Holly Lipko	Administrative Specialist
Beth Moran	Planner
Will Hayes	Planner
David Johnson	Technical Assistance Coordinator
LaRissa Guess	Technical Assistance Coordinator